



Manager's Report

For Council Meeting April 8, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

| | |
|---------------------------------|---------------------------------------|
| Aspire Software International | Barbara Austin Design |
| Bill Costello Landscaping LLC | Blue Ribbon Cleaners |
| Bucchere Development Group | Celtic Connection |
| Classic Real Estate LLC | Crews Pen and Pencil |
| Crudbusters | Deborah Lynn Wickham, Attorney at Law |
| Emely's Mini Food Place | E-Z Car Wash (new owner) |
| Freedom Auto Sales | Haggar Direct Inc |
| Here and Then | Heritage Realty LLC |
| Huntley, Nyce & Assoc LTD | J & O Best Services LLC |
| JCGrafx Communications LLC | Karen's Digital Photography Service |
| Lil Munchkins Childcare | Little Feats |
| Monograms by Moore | Multi Servicios Latinos Inc |
| Panache Interior Decorating | Penny Lane Antiques |
| Pita Daycare | PMC Services |
| Silk Road International | Staples The Office Superstore |
| Student Learning Strategies LLC | Taylor, Diane |
| 1st American Mortgage | |

HUMAN RESOURCES

New Hires and Terminations for the Period March 22 through April 4, 2003

| <u>New Hires</u> | <u>Position</u> | <u>Department</u> |
|-------------------------|------------------------|--------------------------|
| Robert Hanshew | Inspector | Utility Lines |
| Joseph Hobbie | Maintenance Worker I | Streets |
| Matthew Russell | Maintenance Worker I | Streets |
| Stanley See | Maintenance Worker I | Utility Lines |

| <u>Terminations</u> | <u>Position</u> | <u>Department</u> |
|----------------------------|------------------------|--------------------------|
| None | | |

| <u>Resignations</u> | <u>Position</u> | <u>Department</u> |
|----------------------------|---------------------------------|--------------------------|
| Randy Hodgson | Chief of Comprehensive Planning | Planning & Zoning |

Training:**Management Training - Sixty Employees Trained**

Three management training sessions have been offered and sixty employees trained in Organizational Leadership; Interpersonal Communication Skills; Leadership Styles; Motivation and Delegation Objectives and Performance Management.

Customer Service Training

Two Customer Service Training sessions have been held for employees within the Town Government Center, with more coming before the end of the fiscal year. The town has worked with Doug Price, Miles-LeHane Group, to listen to focus groups made up of employees, residents and business owners that deal with the town government on a regular basis. The input from these groups helped to plan the customer service training sessions now in progress. An employee committee is being formed with the goal to continually update and define our customer service objectives.

PLANNING AND ZONING

**MANAGER'S REPORT
DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY***

* Does not include Division assignments other than plan review

**PLANS REVIEWED DURING THE PERIOD OF:
MARCH 19, 2003 – APRIL 1, 2003**

| Project Name | Project Type | Submission Number | <u>Proposal Description</u> |
|--|------------------------------------|--------------------------|--|
| Jerry's Chevrolet @ E. Market Street | Preliminary/Final Development Plan | 3 rd | Expansion of the existing auto sales/repair building and parking lot |
| Georgetown Mews, Lot 7 | Minor Subdivision Plat | 1 st | Subdivision of an existing large single-family residential lot into two smaller lots |
| South King Street Retail Center | Preliminary Development Plan | 1 st | Construction of a 23,700 square foot retail center |
| South King Street Retail Center | Variation Request | 1 st | Request to waive certain public road improvements for the related South King Street Preliminary Development Plan |
| 202 Wirt Street | Minor Subdivision Plat & Deed | 2 nd | Subdivision plat and deed related to 202 Wirt Street Office Building P/F Development Plan (construction of an 8,000 square foot office building) |
| Stowers Public Improvements/Route 621 (Town of Leesburg RPA-572) | Boundary Line Adjustment Plat | 2 nd | Right-of-way revision related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots) |
| Stowers Public Improvements/Route 621 (Evergreen Mill Road) Wallace Drive & Stowers Lane | Final Development Plan | 3 rd | Public road improvements related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots) |
| Catoctin Circle Trail CIP 2001-05 | Capital Improvement Project Plan | 2 nd | Construction of certain public trail improvements along a portion of Catoctin Circle |

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
MARCH 19, 2003 – APRIL 1, 2003**

| Project Name | Project Type | Submission Number | Proposal Description |
|---------------------|-----------------------|--------------------------|--|
| Hawks View Glen | Construction Drawings | 1 st | Construction of a subdivision to create 36 single-family residential attached (townhouse) lots |

| | | | |
|--|---|-------------------------|--|
| Leesburg Station Carwash | Preliminary/Final Development Plan | 4 th | Construction of a 5,288 square foot carwash and 9,027 square foot detailing building |
| Stowers, Phase 2, Section 3 | Construction Drawings | 4 th | Construction of a subdivision to create 111 single-family detached residential lots |
| Stowers Public Improvements/Route 621 (Town of Leesburg RPA-572) | Boundary Line Adjustment Plat | 2 nd | Right-of-way revision related to Stowers Planned Development (construction of 330 single-family detached residential subdivision lots) |
| Tavistock Farms, Goddard Daycare DP 2002-18 | Preliminary/Final Development Plan | 3 rd revised | Construction of an 8,038 square foot daycare use |
| 202 Wirt Street | Minor Subdivision Plat & Deed | 2 nd | Subdivision plat and deed related to 202 Wirt Street Office Building P/F Development Plan (construction of an 8,000 square foot office building) |
| Catoctin Circle Trail CIP 2001-05 | Capital Improvement Project (CIP) Plan | 2 nd | Construction of certain public trail improvements along a portion of Catoctin Circle |
| ECHO Entrance Access Road & Waterline Extension | Preliminary/Final Development Plan | 4 th | Construction of entrance access road and waterline extension for future 2-lot commercial subdivision |
| Town of Leesburg Utilities Maintenance Building | Preliminary Capital Improvements Project (CIP) Plan | 1 st | Construction of one 16,000 square foot building and one 12,800 square foot building to house the Utility Line Division and Utility Maintenance Division, accessory storage building and associated parking |

COMPREHENSIVE PLANNING

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. A preview before the Planning Commission was held March 20, 2003 and the Planning Commission public hearing is scheduled for April 3, 2003.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catoctin Circle, N.E., this application is for a brewpub use inside the office building, which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Town Council was held March 24, 2003 and the public hearing is scheduled for April 8, 2003.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. This property is

located in the southeast corner of Davis Avenue and King Street. The Planning Commission preview was held March 6, 2003 and the public hearing before the Planning Commission was held March 20, 2003. The Planning Commission is expected to vote on a recommendation at the April 3, 2003 meeting.

SE 2002-12: KFC/A&W. The application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview is scheduled for the April 3, 2003 meeting and the public hearing is scheduled for April 17, 2003.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. Staff has received revised plans (March 31, 2003) and will bring the application back to the Town Council at the April 21, 2003 worksession.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

Zoning Permits issued 03-327-03-400

Zoning Permits Issued Residential

Kincaid Forest 2 SFD @ \$150,000
Stratford 7 SFA @ \$75,000
Edwards Landing 1 SFD @ \$200,000
Potomac Crossing 3 SFD @ 105,000
Potomac Crossing 7 SFA @ \$55,000

Zoning Permits Issued Commercial

213 South King Street SW Interior Alteration –Real Estate Office \$20,000
101 Colonial Granato Circle SE Maintenance Shed @ Freedom Park Rec. Ctr.

Occupancy Permits Issued Residential

Stratford SFD 2 SFA 10
Kincaid Forest SFD 5
Drymill SFA 3
Tavistock Farms SFA 5
Edwards Landing 7 SFA
Potomac Crossing SFD 2

Occupancy Permits Issued Commercial

241 Fort Evans RD NE Interior-Fit in Hagger Leesburg Outlet Mall

WATER & SEWER ADMINISTRATION**During this time frame there were:**

- 29 Public Facility Permits issued totaling \$274,241.00
- 25 work orders issued for meter sets
- 44 requests for occupancy inspection issued.

Capital Projects Update

- Sewer System Improvements – The Cherry Lane sewer line replacement project is near completion. The project is now 95% complete and resurfacing of the disturbed area will be the final task.
- During this period, five plans were received for review development within the service area, and two requests were processed for water and sewer system modeling.
- Notice to proceed for the Woodlea Manor Mini-Zone Pump Station has been issued and the survey work will soon begin.
- Land acquisition negotiations for Water Storage Tanks have hit a stumbling block due to refusal of property owners to negotiate. Council's approval for proceeding with condemnation proceedings will be approved at the next meeting. The owners have been contacted and indicate a willingness to meet.
- At the request of residents at Leeland Heights, Town Manager has requested the staff to proceed with preliminary evaluation of the possibility of providing water to the residents. A proposal has been received from our consultant and notice to proceed will be issued soon.
- The preliminary workshops for Water Treatment and Water Pollution Control Plants are in progress and proceeding according to the schedule.
- The preliminary building layout and study has been received for the Utility Lines Division (ULD) maintenance facility.

UTILITY LINES DIVISION**Installations made during this period:**

- Install sample station at Harper Park Middle School.

Training:

- John Creamer & Ken Binder attended supervisor's training at Balch Library.
- Tom Chaffins attended VDOT concrete training classes held in Staunton, VA.
- Safety training on Book 3, General Health was held.

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging.
- Prep. meter lids for conversion to new meter system.

Summary Programs:

New connections to town utility system: 39

Total number of water leak repairs: 4

Responded to 434 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of April 4, 2003

| Department | # Vacs | Position Title | Date of Vacancy | Ad Placed | Apps Rcvd | Prelim Interview | Final Interview | Offered | Accepted |
|----------------------|--------|---------------------------|-----------------|-----------------|-----------|------------------|-----------------|---------|----------|
| Econ Dev | 1 | Admin Associate II | 3/9/01 | √ | √ | <u>on hold</u> | | | |
| | | | | | | | | | |
| Finance | 1 | Staff Accountant | 1/1/03 | √ | √ | √ | √ | √ | √ |
| | | | | | | | | | |
| Eng & PW | 1 | Senior Engineer | 7/1/02 | √ | √ | <u>frozen</u> | | | |
| | | | | | | | | | |
| Parks and Rec | 1 | Groundskeeper | 3/3/03 | √ | √ | √ | √ | √ | √ |
| | | | | | | | | | |
| P&Z | 1 | Senior Planner | 7/1/02 | √ | √ | √ | √ | √ | |
| | 1 | Senior Planner | 7/1/02 | √ | √ | √ | | | |
| | 1 | Planner | 7/1/02 | √ | √ | √ | <u>frozen</u> | | |
| | 1 | Planning Assistant | 2/10/03 | √ | √ | | | | |
| | | | | | | | | | |
| Police | 1 | Admin Assoc II | 12/1/02 | √ | √ | <u>frozen</u> | | | |
| | 2 | Police Sergeant | 1/6/03 | <u>internal</u> | √ | | | | |
| | | | | | | | | | |
| Util Admin | 1 | Senior Engineer | 7/1/02 | <u>on hold</u> | | | | | |
| | 1 | Cross Conn. Comp. Off. | 1/2/03 | √ | √ | | | | |
| | | | | | | | | | |
| Util Lines | 1 | Maintenance Worker II | 3/1/03 | √ | √ | √ | √ | √ | √ |
| | | | | | | | | | |
| Water Plant | 1 | Plant Operator or Trainee | 2/3/03 | √ | √ | | | | |
| | | | | | | | | | |
| Wastewater | 1 | Maintenance Worker II | 11/19/02 | √ | √ | √ | √ | √ | √ |
| | | | | | | | | | |
| <u>TOTAL</u> | 16 | | | | | | | | |

R.S. Noe